Friday, January 10, 2014

Stony Brook University: New Course Material Requisition System

Professor Guide

Table of Contents

Introduction: A New Course Material Requisition System 2
Let's get started: 3
Step One: Select a Section 4
No Text Required 4
Duplicate/Course Not Offered 4
Step Two: Add Past Books 5
Step 3: Add New Books 6
Step 4: Add Supplies and Custom Coursepacks 7
Step 5: Set Requirements 8
Desk Copy Policy 9
Step 6: Submit Adoption 9
Help and Troubleshooting 10

Introduction: A New Course Material Requisition System

Welcome to Stony Brook University's NEW Course Material Requisition system! Starting summer 2014, this new system will be effective across Stony Brook University Main Campus, Health Sciences, Manhattan as well as Southampton campuses. This user manual contains all essential information to help you make the transition to the new system as smoothly as possible. With step by step instructions this manual will help you get started with ease.

With an aim of continuously improving your experience in submitting course material information, the new and improved system will house fresh features that allow you to pass along your adoptions from previous semesters, using a Google-like search-and-select tool to add new books and many more. A couple of clicks later, the adoption is in! Now, let's get started…

Let's get started:

The new Course Material Requisition system is designed to make it easier than ever to select and submit your course materials. You will receive an email close to the due date that contains a link that is unique to your course profile. Clicking this link will take you to the front page of the new Course Material Requisition system, where you will find the list of courses you are responsible for.

To get started just click the "Select and Submit Course Materials" button next to the course you would like to submit information for (Figure: 1a).

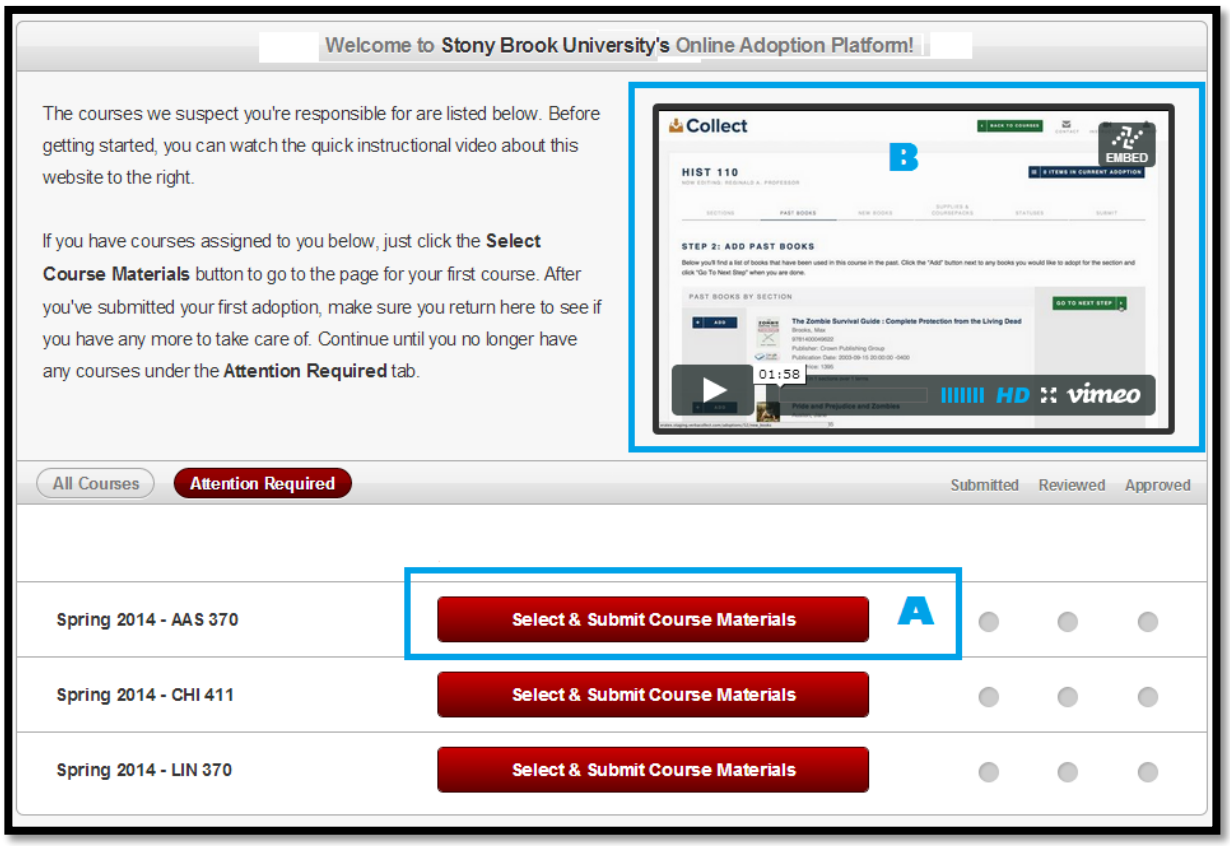
Welcome to Stony Brook University's Online Adoption Platform!
The courses we suspect you're responsible for are listed below. Before getting started, you can watch the quick instructional video about this website to the right.
If you have courses assigned to you below, just click the Select Course Materials button to go to the page for your first course. After you've submitted your first adoption, make sure you return here to see if you have any more to take care of. Continue until you no longer have any courses under the Attention Required tab.
Collect
HIST 110
STEP 2: ADD PAST BOOKS
01:58
B
All Courses
Attention Required
Submitted
Reviewed
Approved
Spring 2014 - AAS 370
Select & Submit Course Materials
A
Spring 2014 - CHI 411
Select & Submit Course Materials
Spring 2014 - LIN 370
Select & Submit Course Materials

Figure: 1a; 1b

A tutorial video will be available to guide you along during this process. This video can be accessed from the front page (Figure: 1b), or during any step in the process by clicking the "Instructions" button located in upper right corner of the screen (Figure: 2).

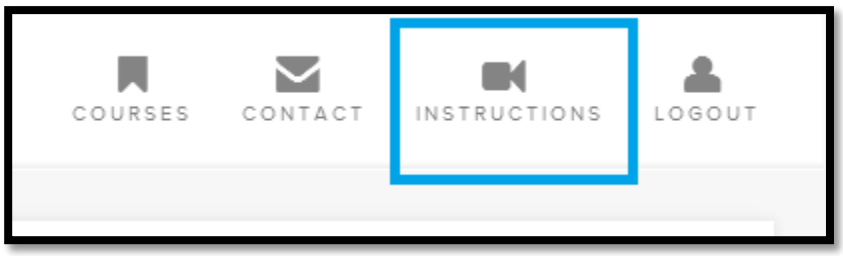

Figure: 2

Step One: Select a Section

Step one is to select which sections of a course you would like to submit materials for.

On the left hand side of the screen, check the box next to the section(s) you would like to edit (Figure: 3a). **You are able to edit multiple sections at once so long as they use the same materials**! Then click the "Go to Next Step" button on the right (Figure 3b).

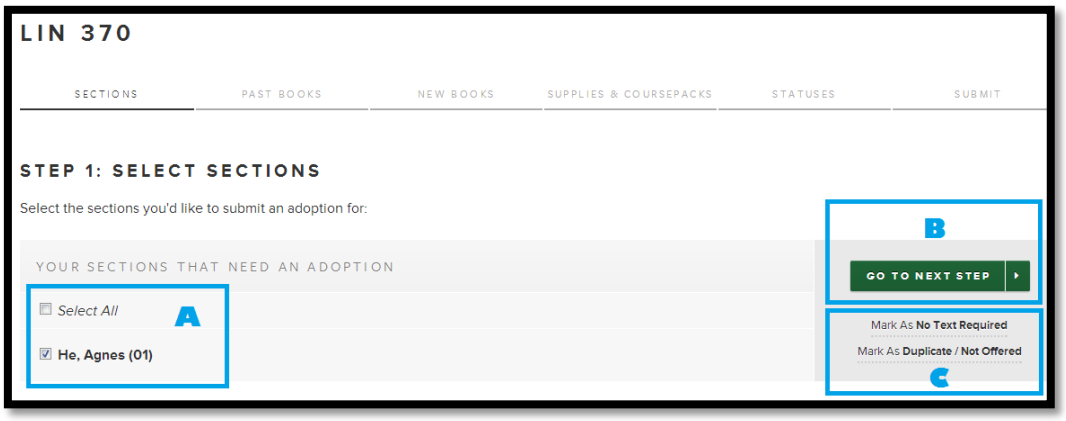

Figure: 3a; 3b; 3c

No Text Required

If your course does not require any course materials, begin by selecting the appropriate section(s), and proceed to click the "Mark As: No Text Required" button located to the right of the screen (Figure: 3c). This will bring you to the final step in the process where you will only need to click the "Submit Adoption" button to finalize the process.

Duplicate/Course Not Offered

If your course or course sections are listed more than once, or if the course assignment is wrong, click the "Mark As: Duplicate/Not Offered" button located to the right of the screen (Figure: 3c). This will bring you to a new screen where you can select the section or course to remove (Figure: 4a).

Enter a brief reason for why the course/sections needs to be removed (Figure: 4b), and click the "Submit Adoption" button located to the right of the screen to finalize the process (Figure: 4c). **Please note that once completed, you will no longer be able to make changes for that course or section.** If you find that you are in this section by error, simply click the "Click Here to Start Over" button to the right of the screen (Figure: 4c) to return to step one of the process.

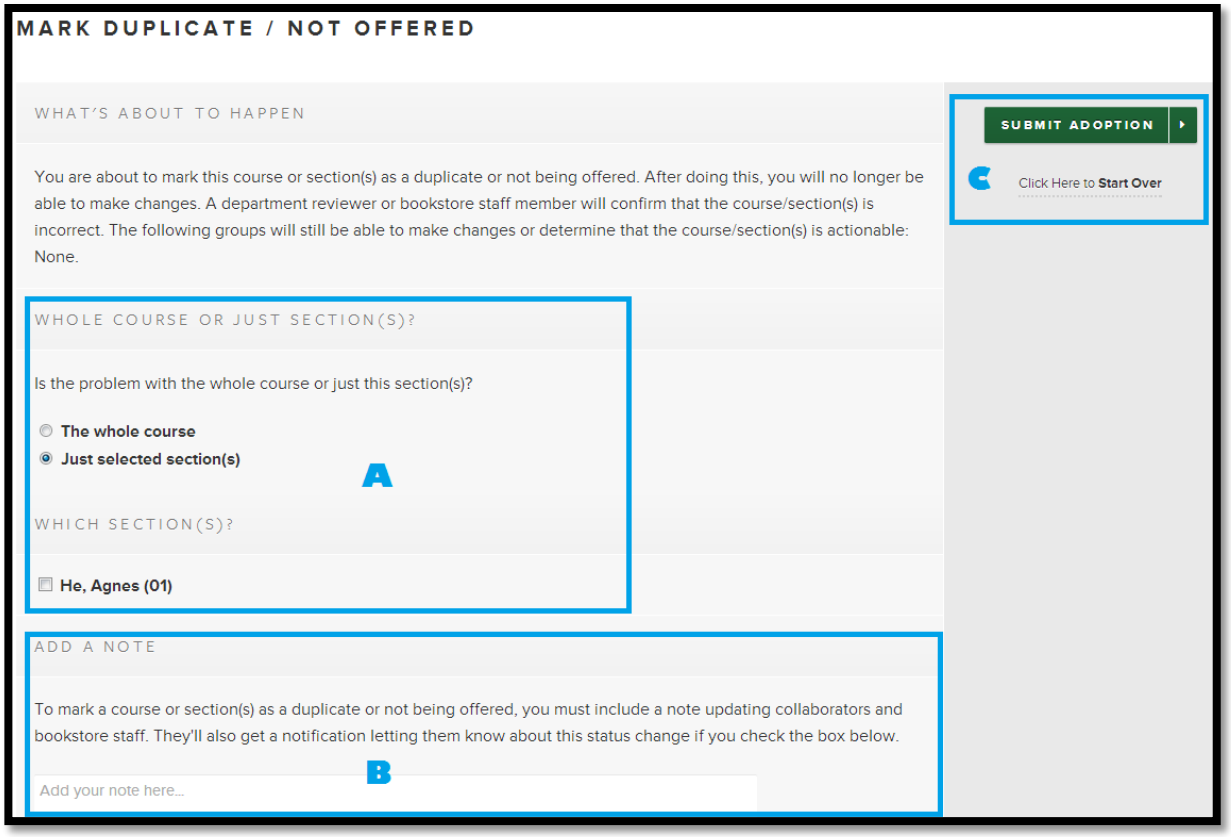
MARK DUPLICATE / NOT OFFERED
WHAT'S ABOUT TO HAPPEN
You are about to mark this course or section(s) as a duplicate or not being offered. After doing this, you will no longer be able to make changes. A department reviewer or bookstore staff member will confirm that the course/section(s) is incorrect. The following groups will still be able to make changes or determine that the course/section(s) is actionable: None.
SUBMIT ADOPTION
Click Here to Start Over
WHOLE COURSE OR JUST SECTION(S)?
Is the problem with the whole course or just this section(s)?
The whole course
Just selected section(s)
A
WHICH SECTION(S)?
He, Agnes (01)
ADD A NOTE
To mark a course or section(s) as a duplicate or not being offered, you must include a note updating collaborators and bookstore staff. They'll also get a notification letting them know about this status change if you check the box below.
B
Add your note here...

Figure: 4a; 4b; 4c

Step Two: Add Past Books

On the next screen you can add any books that have been adopted for the course in the past. Begin by selecting which semester's history you would to examine (Figure: 5a).

Next, scroll through the list of past titles and click the "Add" button to the left of any book(s) you would like to use for your upcoming course (Figure: 5b). Alternatively, if you'd like to re-use all books in a section, just click the "Re-Use All Past Books from This Section" button (Figure: 5c). When you're done, click "Go to Next Step" to move on (Figure: 5d).

Note: Throughout the process, you'll see the "X items in current adoption" drop-down list, towards the top right of your screen, update with the book you have just added. You can check what has been added for a course at any time by clicking on the drop-down list and viewing its contents.

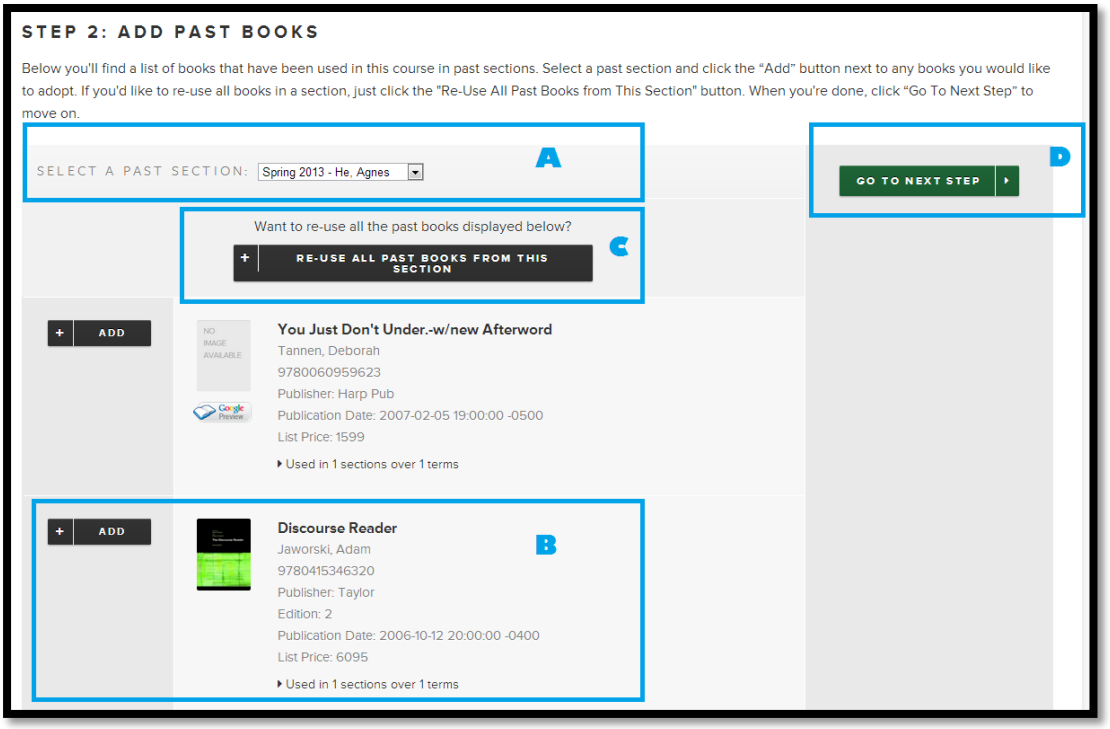
STEP 2: ADD PAST BOOKS
Below you'll find a list of books that have been used in this course in past sections. Select a past section and click the "Add" button next to any books you would like to adopt. If you'd like to re-use all books in a section, just click the "Re-Use All Past Books from This Section" button. When you're done, click "Go To Next Step" to move on.
SELECT A PAST SECTION:
Spring 2013 - He, Agnes
A
GO TO NEXT STEP
D
Want to re-use all the past books displayed below?
RE-USE ALL PAST BOOKS FROM THIS SECTION
C
ADD
You Just Don't Under.-w/new Afterword
Tannen, Deborah
9780060959623
Publisher: Harp Pub
Publication Date: 2007-02-05 19:00:00 -0500
List Price: 1599
Used in 1 sections over 1 terms
ADD
Discourse Reader
Jaworski, Adam
9780415346320
Publisher: Taylor
Edition: 2
Publication Date: 2006-10-12 20:00:00 -0400
List Price: 6095
Used in 1 sections over 1 terms
B

Figure: 5a; 5b; 5c; 5d

Step 3: Add New Books

The next step is to add any new books which have not been used in past semesters. If you know the book information already, you can simply type in the ISBN, or author and title and then click "Add" (Figure: 6a). You may also search for books by clicking on the "Search For Books" button and typing in your query (Figure: 6b). Books are searchable by ISBN, title and author. Once you've added all of the necessary books, click on the "Go To Next Step" button (Figure: 6c). You can add multiple books on the same page by clicking the “Add” button.

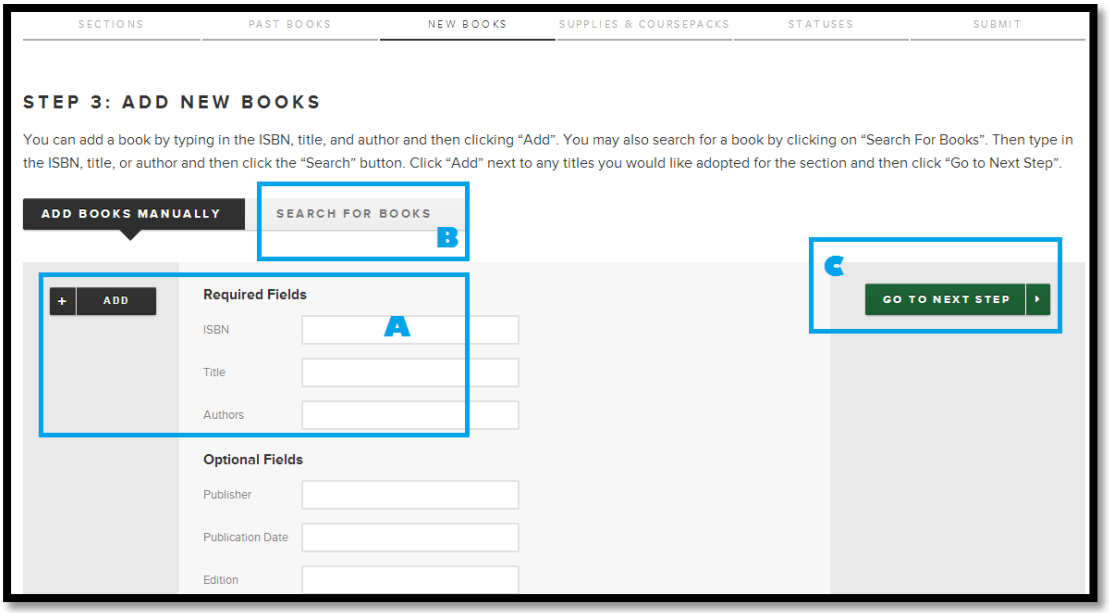
SECTIONS
PAST BOOKS
NEW BOOKS
SUPPLIES & COURSEPACKS
STATUSES
SUBMIT
STEP 3: ADD NEW BOOKS
You can add a book by typing in the ISBN, title, and author and then clicking "Add". You may also search for a book by clicking on "Search For Books". Then type in the ISBN, title, or author and then click the "Search" button. Click "Add" next to any titles you would like adopted for the section and then click "Go to Next Step".
ADD BOOKS MANUALLY
SEARCH FOR BOOKS
B
C
GO TO NEXT STEP
+ ADD
Required Fields
ISBN
A
Title
Authors
Optional Fields
Publisher
Publication Date
Edition

Figure: 6a; 6b; 6c

Step 4: Add Supplies and Custom Coursepacks

On the next screen you can add a coursepack or any supplies you may need for the course. To add a coursepack simply click the "Add" button located under the "Add Custom Coursepack" section. The Bookstore will know to expect it. Please note that you'll need to create your coursepack and communicate it to the bookstore through the typical channels, or add a note at the end of the adoption.

To add materials such as goggles or a lab coat, just tell us the item's description and then click the "Add" button under the "Add Supplies" sections (Figure: 7b). If you'd like to give additional information, tell us who supplies the product and where it can be found online (**supplier and link are not mandatory fields**).

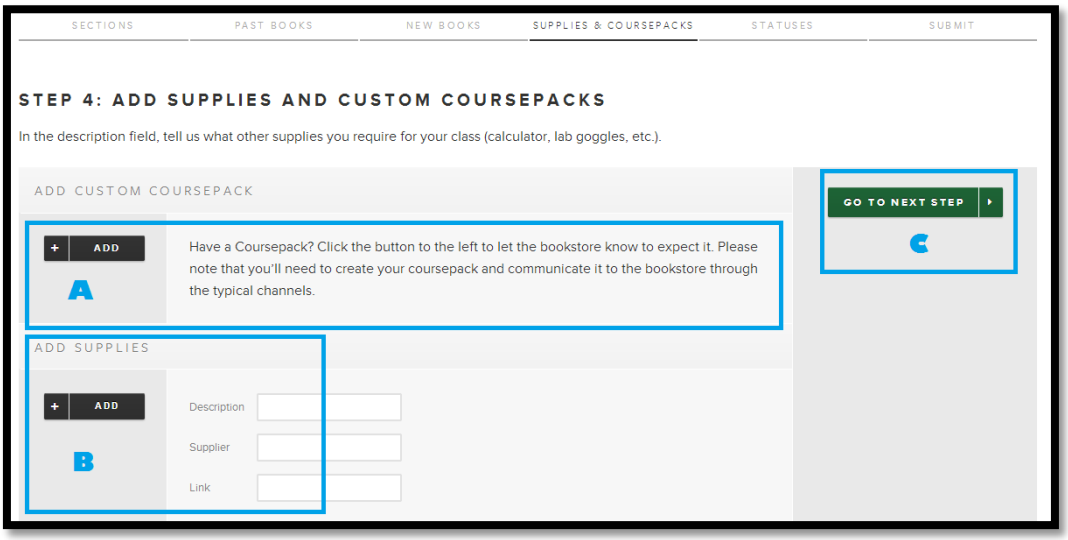
SECTIONS
PAST BOOKS
NEW BOOKS
SUPPLIES & COURSEPACKS
STATUSES
SUBMIT
STEP 4: ADD SUPPLIES AND CUSTOM COURSEPACKS
In the description field, tell us what other supplies you require for your class (calculator, lab goggles, etc.).
ADD CUSTOM COURSEPACK
GO TO NEXT STEP
C
+ ADD
A
Have a Coursepack? Click the button to the left to let the bookstore know to expect it. Please note that you'll need to create your coursepack and communicate it to the bookstore through the typical channels.
ADD SUPPLIES
+ ADD
B
Description
Supplier
Link

Figure: 7a; 7b; 7c

Once you have added all of the required materials for your course click on the "Go To Next Step" button (Figure: 7c).

Step 5: Set Requirements

The next step is to set the requirements for your course materials. Choose whether an item is required, recommended, a value option, or go to glass first by selecting the appropriate choice from the "Status" drop-down menu to the left of the item (Figure 8a).

You may also select to receive desk copies by selecting the “Would you like to receive a desk copy?” option located to the left of each text book (Figure: 8b). You will only receive desk copies for those items that are selected. Once you have set the status of all of your items click on the "Go To Next Step" button (Figure: 8c). Be sure to mention if you would like multiple copies in the notes sections at the end of the adoption process.

Note: Complimentary desk copies are available as a courtesy service through the Provost's Liaison's office with the cooperation of the University Bookstore when you submit your course material requisitions by the designated due date. This service is available to all instructors teaching courses at the university.

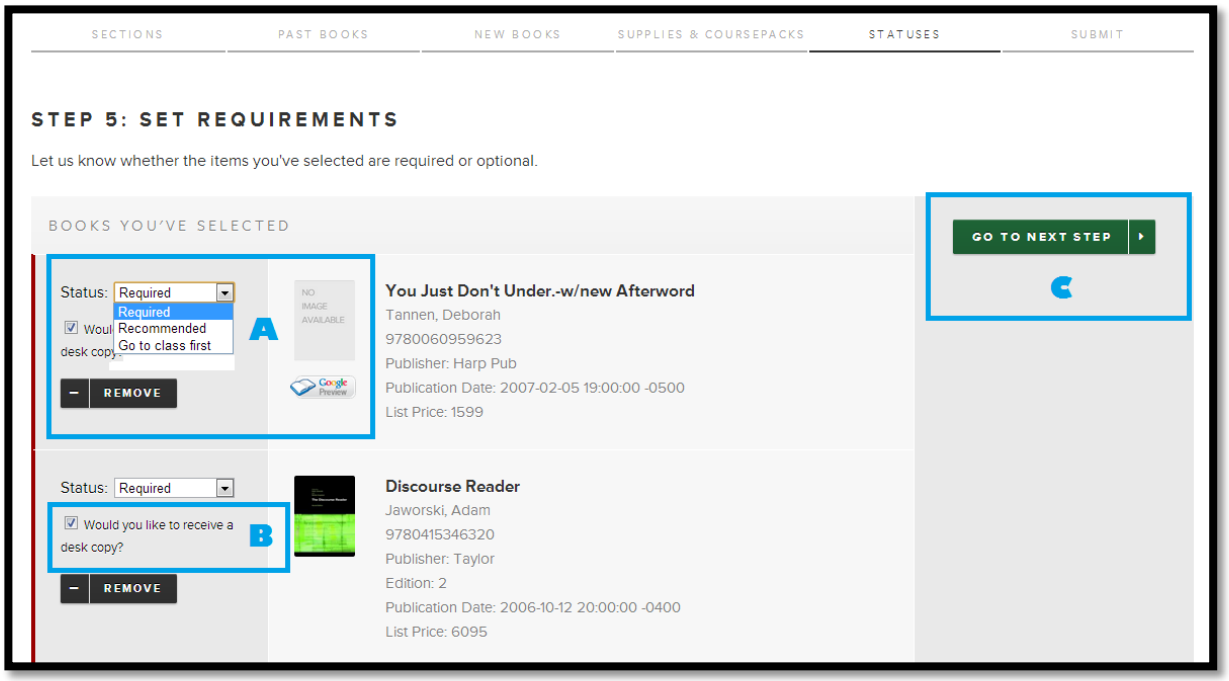

Figure: 8a; 8b; 8c

Desk Copy Policy

If you wish to request a desk copy for a title that will be used for your course, please be aware of the following guidelines:

- Please be aware that desk copies cannot be obtained from the University Bookstore. This service is provided to you by the Provost's Liaison's Office.
- Desk copy requests will be honored only if your Course Material Requisition (CMR) is submitted by the designated due dates (October 12th for the Spring/Winter Semesters and April 5thfor the Fall/Summer semesters). Please note that these dates never change.
- If you wish to add a title to your CMR after the designated due date, and your CMR was submitted prior to the designated due date, your desk copy request for that title will be honored.
- In order to be eligible for desk copies for the upcoming semester, all previously requested desk copies must be picked up prior to requesting new titles.
- Since all publisher policies are different, they may not send the requested amount of desk copies since the decision is purely of their discretion. If you wish to receive supplementary copies you must contact the publishers. We will provide you with their contact information if necessary.
- We are unable to order review copies or exam copies. Professors wishing to obtain these versions of the books must contact publishers directly. If you need help making a decision regarding their course book materials should visit the Faculty Center Network at www.facultycenter.net, which will allow you to compare course books before requesting them for classes.

Step 6: Submit Adoption

On the last step, tell us about the course and submit the adoption. If known, be sure to indicate the “Estimated Enrollment” (Figure: 9a), and add any necessary notes or comments regarding multiple desk copies (Figure: 9b). **Be sure to review all information carefully as you will need to request permission to be able to submit edits or additions to the course.**

Once you have double checked that all the right materials are included for your course, click on the "Submit Adoption" button (Figure: 9c) and you're done!

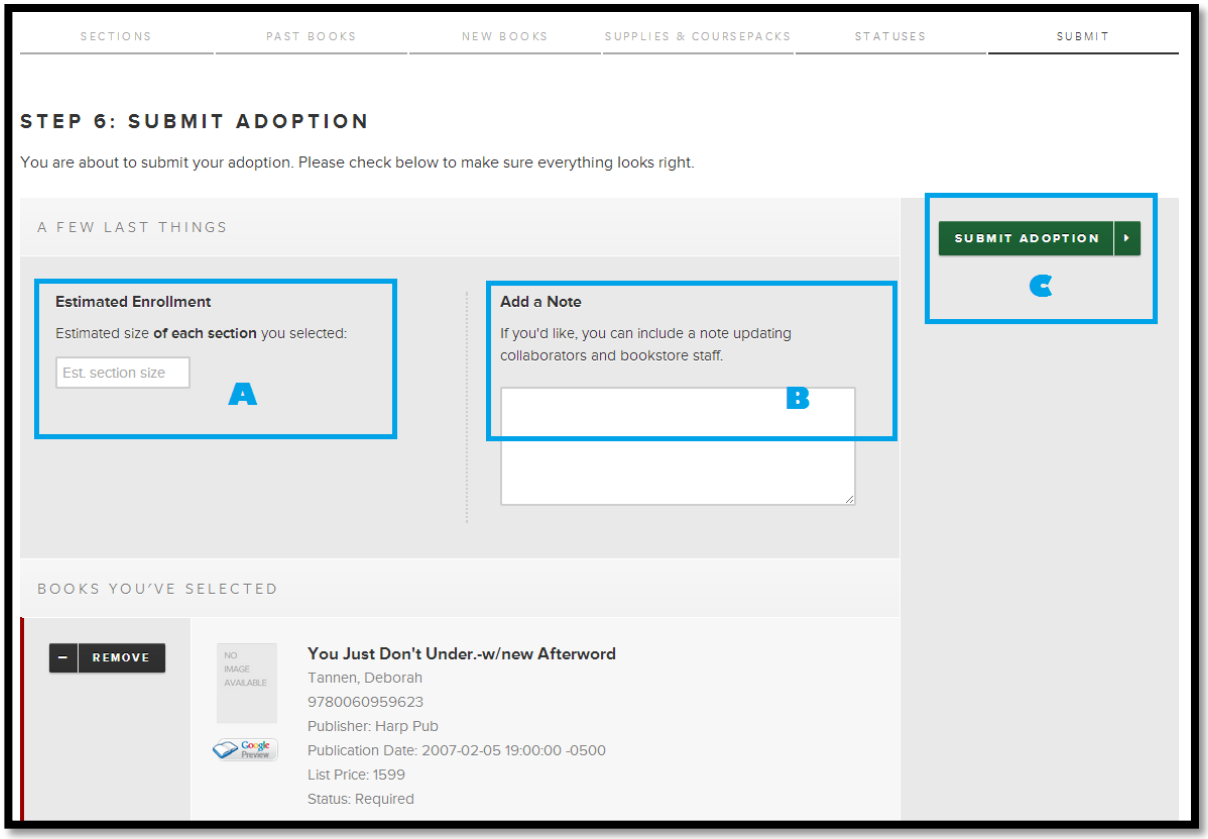

Figure: 9a; 9b; 9c

Help and Troubleshooting

If you are having difficulties understanding the new Course Material Requisition system, or if the program is not functioning properly please email the Provost's Liaison's Office at provost_liaison@stonybrook.edu.